

Mayor Adrian M. Fenty's

SYEP

Summer Youth Employment Program

2009 Participant Handbook



Government of the District of Columbia
Adrian M. Fenty, Mayor

Table of Contents

	Page
General Information	1
Program Objectives	1
Your Role As A Summer Youth Participant	1
Role Of The Worksite Supervisor	2
Attendance	2
Transfers And Terminations	3
Worksite Transfer Procedure	3
Terminations	3
Termination Procedure	4
Problems On The Job	4
Sexual Harassment	4
Grievance Procedure	5
Time Entry And Approval Process	5
Payment Schedule	8



Welcome to Mayor Adrian M. Fenty's 2009 Summer Youth Employment Program

Mayor Adrian M. Fenty's 2009 Summer Youth Employment Program is filled with new experiences and opportunities that will be exciting, engaging and empowering. The Summer Youth Employment Program (SYEP) is designed to provide District youth and young adults with an opportunity to work and learn necessary skills, work habits, and attitudes to succeed in today's workplace. As a participant in the program, you will have an opportunity to make a difference in your community, learn, improve work readiness skills, make new friends, and earn money.

READ THIS MANUAL CAREFULLY. It will provide you with important information on the program, its rules and payment procedures, and your roles and responsibilities as an SYEP participant, and whom you should contact to answer questions, resolve issues, and get other helpful advice and resources.

While in the program, you will be expected to follow all the established rules and regulations set forth in this manual and as instructed by your worksite supervisor.

Take full advantage of the opportunities that are presented to you this summer and have a safe and productive summer work experience.



Participant Handbook

1. GENERAL INFORMATION

The District's Summer Youth Employment Program (SYEP) is designed to assist eligible youth by providing The District's Summer Youth Employment Program (SYEP) is designed to assist eligible youth by providing invaluable experiences that can help prepare them for the 21st Century workforce. SYEP provides an array of summer enrichment experiences such as Arts, Design and Media, Building and Grounds Maintenance, Community and Social Services, Construction Trades, Education, Library Science, Health Care Support, Hospitality and Tourism, Office and Administration Support, and Sports and Physical Education. This short-term employment and training program allows thousands of District youth, ages 14-21, to gain practical experience while earning the federal minimum wage.

This year's program begins June 17, 2009 and ends August 21, 2009. Orientation will be held on June 17 through June 19, for a 1-3hr block of time. The official first day to work is June 22, 2009.

2. PROGRAM OBJECTIVES

The goal of Mayor Adrian M. Fenty's 2009 Summer Youth Employment Program is to introduce District youth to basic work skills and proper work ethics through meaningful professional work experiences. It is designed to ensure that youth:

- A. Have a structured and well-supervised work experience
- B. Explore vocational interests and pursue educational enrichment endeavors
- C. Develop useful work habits and marketable skills to increase their opportunities for employment
- D. Learn the value of earning money through gainful employment

These goals can only be achieved by your active participation on the job and in the classroom as well as your positive attitude. There will be a review of your work performance to ensure continued growth and development.

3. YOUR ROLE AS A SUMMER YOUTH PARTICIPANT

As a participant in this year's program, you must obey the rules and regulations set forth by the D.C. Department of Employment Services Office of Youth Programs as well as your assigned worksite. All participants must:

- 1. Know your supervisor's name and telephone number(s) and the office in which he/she works
- 2. Contact your supervisor if you are going to be absent or late (Please note that you are allowed only three [3] unexcused absences.)
- 3. Know your assigned work hours
- 4. Punch in and out according to the time you have worked so that you are appropriately compensated.
- 5. Remain actively engaged in assigned tasks. Ask your supervisor for additional instructions when you have completed an assignment
- 6. Listen, pay attention, and follow directions
- 7. Do your best at all times and ask questions when in doubt.
- 8. Dress appropriately for your work environment

4. ROLE OF THE WORKSITE SUPERVISOR

Worksite supervisors are regular employees of the business or organization where you are assigned. Your site supervisor will:

- Check your identification (i.e., DC One Card, school ID, social security card, etc) to verify your identity on the first day.
- Ensure that time and attendance procedures are correctly followed and that time is entered into the online system in a timely manner and approved on the date provided by the program.
- Provide the appropriate supervision and training to youth participants
- Work with you and the Office of Youth Programs to resolve problems that may arise.

During your first week of the program, your supervisor will inform you of the:

1. Required hours of work
2. Regulations of the worksite, as they apply to the youth worker
3. Time and length of breaks
4. Name and telephone number of person(s) to notify when you will be late or absent
5. Safety procedures and person(s) to whom accidents are to be reported
6. Your responsibilities, including the criteria by which your work aptitude and attitude will be evaluated

5. ATTENDANCE

All participants will be required to clock in and out using the time and attendance system. In the event that you forget to punch in or out, please notify your supervisor immediately. You are expected to report for work on time each day. In the event that you will be late or absent, you **MUST** call your onsite supervisor or school coordinator before the start of the work day or as soon as possible.

If for any reason you must be away from the worksite for any period of time, you must inform your worksite supervisor as soon as possible. Failure to do so may be grounds for termination.

You will only be paid for the time that you actually work on the job. If you are absent from work, you will not be paid. **YOU WILL NOT BE PAID FOR HOLIDAYS OR DAYS YOU DID NOT WORK.**

Participants, ages 14-15 years old, will be compensated for up to 20 hours per week.

Participants, ages 16-21 years old, will be compensated for up to 30 hours per week.

Please note: You may be suspended or lose your job due to the following attendance-related circumstances:

- Repeated lateness or absence
- Leaving work without authorized permission. You will be considered to have abandoned your position if you walk off the job without the permission of the supervisor.

Participant Handbook

6. TRANSFERS AND TERMINATIONS

Transfers

The Office of Youth Programs will not transfer participants except in cases of:

- Safety issues (a police report is required)
- Health concerns (a doctor's statement indicating the reason why tasks can't be performed is required)
- Site closure

Worksite Transfer Procedure

The following procedure should be followed for youth who meet one of the circumstances listed above for worksite transfer:

- Step 1:** Youth notifies current supervisor of desire to request transfer and the reason for requesting the transfer.
- Step 2:** Host contacts their SYEP Liaison.
- Step 3:** SYEP Participant Service Specialist meets with the participant at the worksite to collect documentation to substantiate the requested transfer.
- Step 4:** SYEP Participant Service Specialist reviews all documentation.
- Step 5:** If a transfer is granted, the Participant Service Specialist or his designee will indicate a transfer in the system and direct the participant to his/her new worksite. A DOES Representative will contact the new worksite to inform them of the new youth's arrival date. A DOES staff will assigned the new worksite. DOES cannot guarantee that worksite preferences will be granted.

If a transfer is not granted, the youth will be redirected to his/her original worksite with an explanation statement for rejection of transfer request.

- Step 6:** The Participant Services Specialist closes the case.

Terminations

Youth workers may face termination from a worksite for any of the following reasons:

Drugs—The possession, sale, or use of illegal drugs or alcohol while on the job.
Excessive Absence—Failure to report to work for three consecutive work days without prior approval.
Disruptive Behavior—Fighting, physical or verbal assaults, or any act that endangers co-workers' well-being.
Theft—Stealing property from the worksite, employees, or other youth workers.

Falsifying Documents—Falsifying time records or those of other youth employees; signing another youth worker's time record; any attempt to pickup and/or use another youth worker's debit card or personal iden-

tification number (PIN).

Insubordination—Refusal to adhere to the program's, or the worksite's, rules and regulations.

Harassment—Verbal, sexual, or physical— these could lead to legal action.

Termination Procedure

Worksite supervisors may request that a youth worker be terminated from his/her worksite. However, the supervisor must make sure that all incidents leading to the termination are documented and are provided to the Office of Youth Programs. Worksite supervisors must follow the following process to ensure that there is no wrongful termination of a youth:

- Step 1:** Worksite supervisor reports termination request to the Host Representative.
- Step 2:** The Host Representative reviews the request with all supporting documents, including documents showing that the youth was previously warned.
- Step 3:** The Host Representative makes the official request if warranted to their SYEP Participant Services Specialist for termination and submits an Official Unusual Incident Report with all supporting documents.
- Step 4:** The Office of Youth Programs reviews request and reports to the site supervisor within 24 hours of the decision of terminate the youth.
- Step: 5** The Office of Youth Programs sends an Official Termination Letter to the youth worker.

Worksite supervisors who have requested a termination for a youth worker should make certain that they have completed the entire termination procedure.

If you believe you have been wrongfully terminated from a worksite, you may contact the Office of Youth Programs at 202-698-3492 to schedule an appointment with a representative.

7. PROBLEMS ON THE JOB

In the event that problems or concerns arise on the job, you are encouraged to discuss and resolve problem initially with your site supervisor; however, if after the discussion no progress has been made, please contact the Office of Youth Programs for assistance.

8. SEXUAL HARASSMENT

Sexual harassment is an unwelcome attention of a sexual nature. It is harmful and it is illegal.

SSexual touching, grabbing, pinching or intentionally brushing up against someone is a sexual way-all of these can be considered harassing behavior. Obscene comments, looks, teasing, and rumors are also considered forms of harassment.

Participants in the Summer Youth Employment Program are advised to be assertive and let people know when their behavior makes them uncomfortable.

Participant Handbook

If a SYEP Participant believes that he/she has been sexually harassed, the following steps must be taken to rectify the situation:

- Step 1:** The Youth Participant and/or his/ her parent or guardian immediately reports the incident to the Office of Youth Programs
- Step 2:** The Participant Service Specialist completes a preliminary report (The Participant Service Specialist should assist in the transferring of the youth participant to a new worksite.)
- Step 3:** The Office of Youth Programs notifies the appropriate EEO official.
- Step 4:** The appropriate EEO official begins an investigation. At the end of the investigation, the EEO official will prepare an investigative report for the Agency Director.
- Step 5:** If the Agency's EEO official cannot resolve the conflict within 60 days of the initial complaint, the agency refers it to the Office of Human Rights (OHR).

8. GRIEVANCE PROCEDURE

The program provides a process by which the complaints or grievances of youth workers may be impartially aired and addressed. The D.C. Human Rights Act of 1977 protects the Summer Youth Employment Program participants. Youth workers who believe that their Equal Employment Opportunity rights have been violated or that they have been unfairly treated should be advised to follow the procedures outlined below:

- Step 1:** Discuss the issue with the worksite supervisor. If the issue is with the supervisor, contact the Office of Youth Programs directly.
- Step 2:** If resolution is not evident at that level, the worksite supervisor must contact the Host Representative and schedule a meeting with the youth.
- Step 3:** If the resolution is still not evident, then the Host Representative must contact the SYEP Participant Services Specialist to notify he/she of the concern.
- Step 4:** If the grievance is not resolvable at the Participant Service Specialist level, the SYEP participant or the Participant Services Specialist may request an informal hearing with the Department of Employment Services' EEO Officer.

9. TIME ENTRY AND APPROVAL PROCESS

Work Hours and Pay

All participants of the 2009 Summer Youth Employment Program will be paid the state minimum wage (\$6.55, with an increase of \$7.25, effective July 24, 2009). Participants will only be compensated for the time worked to the maximum number of hours they are permitted to work by law.

Participants, ages 14-15 years old, will be compensated for up to 20 hours per week

Participants, ages 16-21 years old, will be compensated for up to 30 hours per week

Time and Attendance Completion

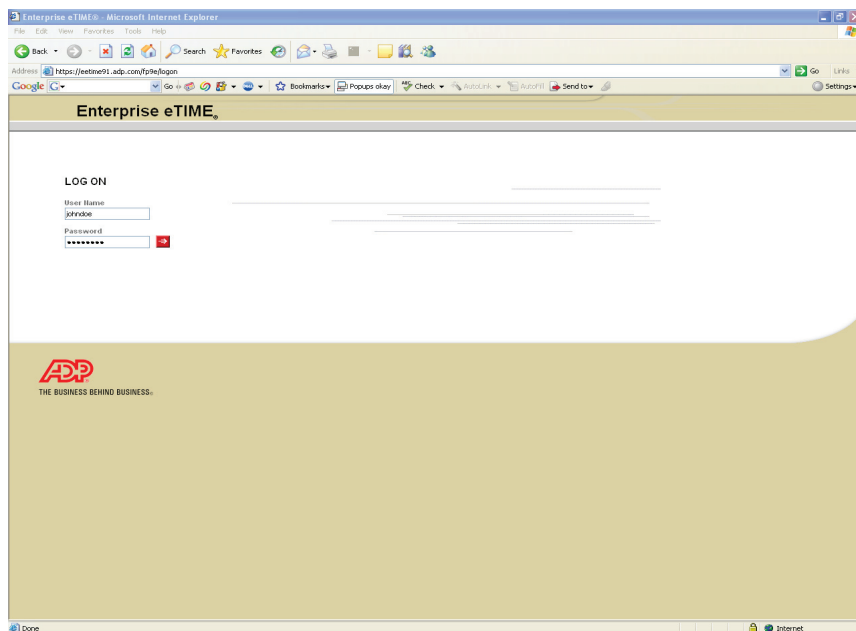
The 2009 Summer Youth Employment Program's time entry system is designed to collect time and attendance information with accuracy in a timely fashion so that participants are paid correctly for the time they work. This year, we will use ADP's Enterprise eTime application to capture time and attendance. To ensure accurate and timely collection of time and attendance information, we require you, as participants, to enter and correct time and attendance information into eTime on a daily basis, rather than at the end of a pay period. Each day, your supervisor will review the time you have entered to ensure that it is accurate.

Participants will be trained on the new time keeping system during orientation.

Youth Log In Information

Logging in:

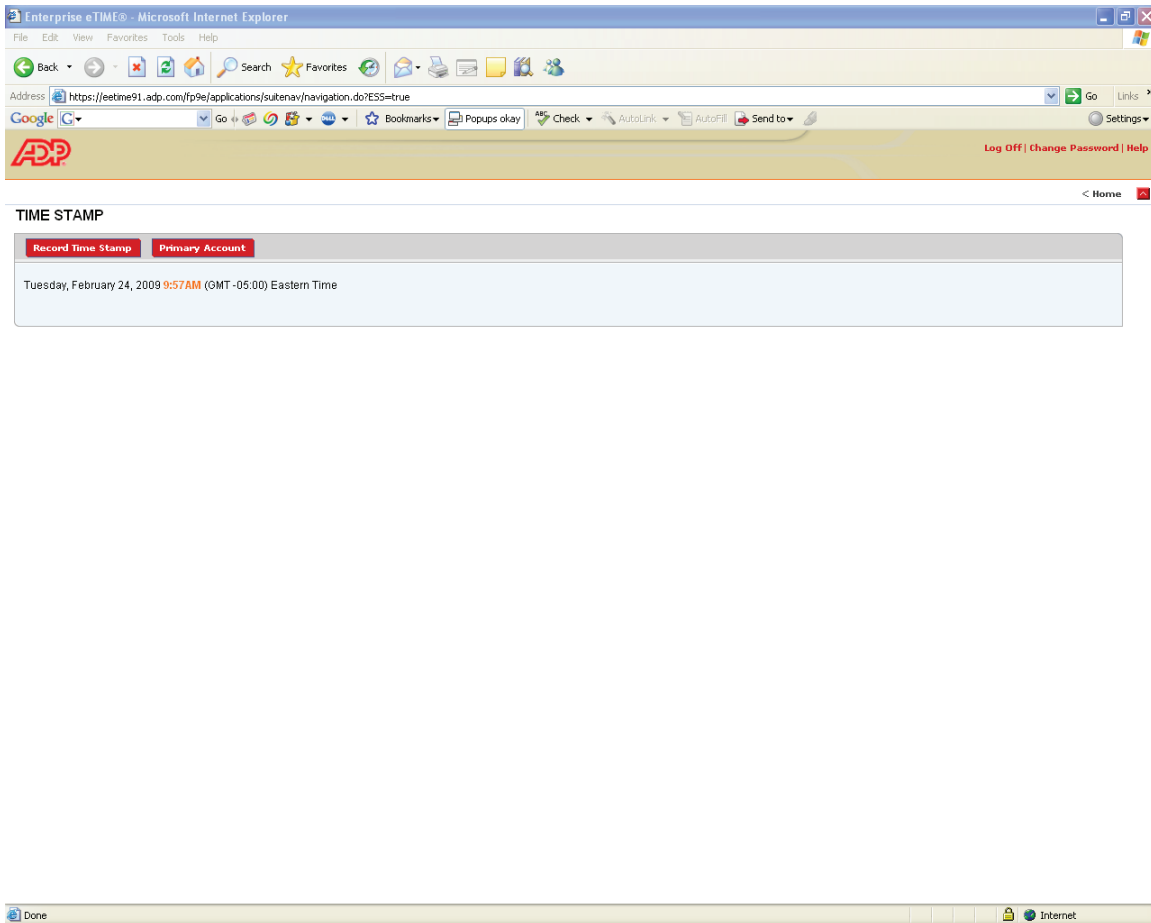
1. Go to <https://eetime91.adp.com/fp9e/applications/suitenav/navigation.do?ESS=true>. Your user name is your first name and last name with no spaces, followed by the month and date of birth (MMDD). Enter all in lower case. For example, if your name is John Doe, and your date of birth is March 15, 1994, your username would be entered in as johndoe0315.
2. Your password will be your birth date in MMDDYYYY format. Using the example above, you would enter your password 06021990.



Signing In & Out:

1. When you arrive in the morning, log into eTime.
2. Click on the option "Record Time Stamp".

Participant Handbook



3. The system will clock you in at that time.
4. You will see the message indicating that time has been recorded at that time.

The worksite supervisor(s) is responsible for reviewing employee time and attendance and marking youth, who are not in attendance, absent.

If you are unable to punch in and punch out, or if you are working from another location, with no access to computers, please notify your supervisor immediately so that they can assist you in clocking in and out.

At the end of the pay period, participants can log into eTime to view their completed timecards. You will also have an opportunity to approve your timecard. Any disputes related to time should be communicated directly to your site supervisor.

Please note that youth workers will not have the ability to edit time in the system for previous days within the pay period. All edits to youth time must be made by the worksite supervisor.

10. PAYMENT SCHEDULE

Youth workers will be paid bi-weekly.

The dates of the pay periods and pay dates are listed below:

Pay Period End Dates	Pay Dates
June 17 – June 20	Wednesday, July 1, 2009
June 21 – July 4	Wednesday, July 15, 2009
July 5 – July 18	Wednesday, July 29, 2009
July 19 – August 1	Wednesday, August 12, 2009
August 2 – August 15	Wednesday, August 26, 2009
August 16 – August 22	Wednesday, September 2, 2009

Debit Card

Youth, under the age of 18, will be paid via a Debit Card issued through the Payroll Vendor, ADP. Wages will be directly deposited into an independent account for each participant. Each registered participant will be mailed a debit card upon completion of the registration and certification process. This will allow them access to their wages via an Automated Teller Machine (ATM) or at a local bank or retailer. If the youth worker does not have his/her debit card by the time they report to work, participants should call ADP at 1-877-237-4321.

Earnings statement indicating the youth workers' wages will be mailed to the address the participant provided during registration for the 2009 Summer Youth Employment Program. If a youth worker loses his/her card, forgets the PIN, or experiences any other related problems, he/she should contact ADP at 1-877-237-4321.

Department of Employment Services
Office of Youth Programs
625 H Street NE • Washington, DC 20002
202-698-3492 • www.summerjobs.dc.gov • www.does.dc.gov



Government of the District of Columbia
Adrian M. Fenty, Mayor

Department of Employment Services
Joseph P. Walsh, Director